**Research Core Facility Startup Proposal**

Research Core Facilities (RCFs) are OVPRI-affiliated facilities that provide shared access to research instrumentation and services to the broader research community. The primary purpose of RCFs is to support and advance the research and training missions of the university’s researchers. RCFs should promote research excellence and be viewed as strategic assets that catalyze faculty and student research. RCFs also support engagement with outside users in ways the support strategic partnerships that benefit UO researchers. Use by external collaborators or private sector clients can provide support for equipment acquisitions and provide revenue that can help support the RCF operations. RCFs typically receive some form of institutional support. Units or existing service centers that propose to be RCFs will be considered through the process outlined below.

**Purpose**:

* To ensure that RCFs are well-positioned to address future research needs of faculty, students, researchers, external collaborators and industrial partners, as well as their own pursuit of long-term success and sustainability.
* To provide a transparent process for proposing and reviewing new RCFs.

**Process:**

1. Units will develop the following documents working with a VPRI-designated point of contact to review and revise until agreed the documents are ready for VPRI review.
	1. Startup Request document
		1. Describe the need and value for the research community. What are the advantages for organizing as an RCF? How will these resources advance the UO’s research mission?
		2. Provide a list of major and minor users
		3. Provide a description of space planning (assets and requirements). If proposed space is controlled by another unit, are there space-sharing agreements in place?
	2. Business Plan
		1. See RCF Business Plan template
	3. Letters of Support
		1. Major users should provide a very brief letter of support demonstrating their support and intent to use the proposed RCF.
2. Documents should be submitted to the VPRI (vpri@uoregon.edu), who will nominate reviewers and seek input and recommendations. Criteria for review will be:
	1. Need and value for UO Faculty
	2. Strength of Business Plan
	3. Sustainability
	4. Promotion of UO’s research mission and strategic vision
3. RCF proposals deemed competitive above, will be announced to the research public for a 14 day comment period
4. The VPRI will consider all input and make a final decision. Approved RCFs will help:
	1. Develop an MOU around start-up period and transition support
		1. It is expected most new RCFs will ‘incubate’ inside an existing RCF for an initial period to take advantage of existing support and experience in the system.
	2. Set up an FAC